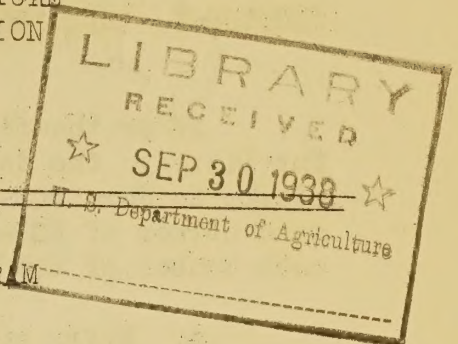


Issued September 20, 1938.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.1938 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGIONINSTRUCTIONS TO STATE COMMITTEES FOR LISTING STATISTICAL DATA
ON STATISTICAL LISTING SHEETS - FORM NCR-238.

Immediately upon receipt of summaries of performance, Forms NCR-220, from the Entry Unit of the Application for Payment Section, the person in the Statistical Section designated as the file clerk will prepare such forms for listing by sorting them into Minor Civil Divisions. The summaries of performance will then be arranged within each Minor Civil Division in consecutive, ascending order, according to farm numbers and will be listed on the statistical listing sheets, Form NCR-238, in that order.

Data relating to soil-depleting crops will be listed in columns 2 to 21, inclusive; data relating to acreage allotments, farm land, cropland, and noncrop open pasture land will be listed in columns 22 to 31, inclusive; data relating to soil-building practices and soil-building units will be listed in columns 36 to 48, inclusive; and data relating to soil-building goals and gross payments will be listed in columns 49 and 50. Columns 32 to 35, inclusive, and columns 51 to 53, inclusive, will be left blank until instructions for such entries are received from the North Central Division.

Before designating the soil-depleting crops to be listed in columns 16 to 19, inclusive, of NCR-238, the statistician of the State office should consult the statistician of the Crop and Livestock Estimates office regarding the soil-depleting crops for which data is most desired by Crop Estimates, in connection with making county estimates. It is highly desirable that information with respect to such crops be obtained for Crop Estimates and we are anxious to have listed in these columns the more important of the minor soil-depleting crops. All soil-depleting crops which are not listed in columns 2 to 19, inclusive, will be combined into one entry in column 20.

SECTION I. LISTING DATA FROM SUMMARIES OF PERFORMANCE.
FORMS NCR-220.

After the file clerk has prepared the Summaries of Performance for listing, the data thereon will be transferred by the tabulating clerks to Form NCR-238. Enter in the spaces provided in the upper right-hand corner of NCR-238 the name of the State and county, the name and code number of the minor civil division, and the NCR-238 sheet number.

A. Entry of Farm Numbers

1. Enter in column (1) of NCR-238 the farm number for each summary of performance. This entry will be obtained from the upper right-hand corner of Form NCR-220.

B. Transfer the entries in Section II of Form NCR-220 to Form NCR-238, as follows:

1. Transfer the entry in item (1), column (g) to column (2).
2. Transfer the entry in item (1), column (h) to column (3).
3. Transfer the entry in item (2), column (g), to column (4).
4. Transfer the entry in item (2), column (h), to column (5).
5. Transfer the entry in item (3), column (g), to column (6) and indicate the type of tobacco in the box heading of the column on NCR-238.
6. Transfer the entry in item (3), column (h), to column (7) and indicate type of tobacco in the box heading of the column on NCR-238.

In counties where two types of tobacco and no cotton are grown, delete the words "cotton" in the box heading of columns 8 and 9 and insert therein the name of the second type of tobacco and make the proper entries in these respective columns from columns (g) and (h) of NCR-220 for that type of tobacco.

7. Transfer the entry in item (4), column (g) to column (8).

8. Transfer the entry in item (4), column (h) to column (9).
9. Transfer the entry in item (5), column (g) to column (10).
10. Transfer the entry in item (6), column (h), to column (11).
11. Transfer the entry in item (7), column (h) to column (12).
12. Transfer the entry in item (8), column (h) to column (13).
13. Transfer the entry in item (9), column (h) to column (14).
14. Transfer the entry in item (10), column (h) to column (15).
15. Enter in the box headings of each of the columns 16 to 19, inclusive, the name of the soil-depleting crop to be listed in each such column. The soil-depleting crops to be listed in these columns should be determined as heretofore set forth. It is preferable that in all counties the same crop shall be listed in the column bearing the same number. Transfer the acreage data from the appropriate item in column (h), Section II of NCR-220, to the respective column of NCR-238, bearing the name of the particular crop.
16. Enter in the box at the head of column 20 the words "Other Soil-Depleting Crops". Obtain the total acreage of the soil-depleting crops not listed in columns 2 to 19, inclusive, and enter such combined acreage in column 20 for each farm.
17. Enter in column 21 the total acreage of soil-depleting crops classified as soil-depleting crops for each farm. This entry will be obtained from item (17), column (h), Section II of NCR-220. After the tabulating clerks have completed the listing of all entries in columns 2 to 21, inclusive, the computation clerk shall check the sheet total of the entries in column 21 by adding the sheet totals of the entries in columns 3, 5, 7, 9, and 10 to 20, inclusive.

C. Transfer the entries in Section IV, NCR-220, to NCR-238, as follows:

1. Transfer the entry in item (1), column (b), to column (22).
2. Transfer the entry in item (2), column (b), to column (23).
3. Transfer the entry in item (3), column (b), to column (24) and indicate type of tobacco in box heading of this column on NCR-238.

In counties in which acreage allotments for two types of tobacco and no acreage allotments for cotton have been established, delete the word "cotton" in the box heading of column (25) of NCR-238 and insert therein the name of the second type of tobacco, and make the proper entry in this column from column (b) of NCR-220 for that type of tobacco.

4. Transfer the entry in item (4), column (b), to column (25).
5. Transfer the entry in item (5), column (b), to column (26).
6. After the tabulating clerks have completed the transfer of entries to NCR-238 from NCR-220, the computing clerks will derive the entry for column (27) by subtracting from the entry in column (28) the sum of the entries in columns (22) to (26), inclusive, of NCR-238 for each farm.
7. Transfer the entry in item (7), column (b), to column (28).
8. Transfer the entry in item (8), column (b), to column (29).
9. Transfer the entry in item (11), column (b), to column (30).
10. Enter in the heading of column (31) of NCR-238 the words "Total Farm Land." Enter in column (31) the total acreage of farm land in each farm. This entry will be obtained from column (3) of NCR-209.

D. Transfer the entries in Section III, NCR-220, to NCR-238 as follows:

1. Transfer the entry in column (e) for practice B-1 as identified in column (c) to column (36).
2. Transfer the entry in column (e) for practice B-2 as identified in column (c) to column (37).
3. Complete the column headings in columns (38) to (43), inclusive, by entering the number of the practice to be listed in each such column. Transfer the units for each of the practices as indicated by the column headings from column (e), Section III of NCR-220, to columns (38) to (43), inclusive.

You will note that there are only 12 columns on Form NCR-238 for listing soil-building practices from Form NCR-220, while there are more than twice this number of practices listed in NCR-201. For the sake of economy and to conserve space, it was deemed advisable to provide individual columns on Form NCR-238 for the most prevalent soil-building practices. Since the types of practices are to a great extent localized by counties, it is advisable that the 6 columns (38) to (43), inclusive, on NCR-238 should be used for listing the next 6 most prevalent practices in the county. Columns (44) to (47), inclusive, will be used for listing data for other practices.

The data for all other practices not designated by individual column headings and which are not listed in columns (36) to (43), inclusive, will be listed in columns (44) to (47), inclusive. Transfer the "units of measurement" for each such practice from column (e), Section III of NCR-220, to columns (44) to (47), inclusive, and identify each individual practice by entering the practice number immediately above the practice entry. Insofar as practicable, one type of practice should be confined to one of these columns in a county. In cases for which the four columns (44) to (47), inclusive, are not sufficient to list all of the miscellaneous practices for a farm, the tabulating clerk may (1) make double entries in columns (44) to (47), inclusive, or (2) enter the extra practices in any of the unused columns (38) to (43), inclusive. In case the extra practices are listed in the unused columns (38) to (43), inclusive, each such entry shall be circled and earmarked in order to distinguish it from the practices designated for such columns.

4. Transfer the entry in item (11), column (e), to column (48). Change the column heading of column (48) to read "Total Soil-Building Units".

SECTION III - LISTING DATA FROM FARM COMPUTATION SHEETS AND PREPARATION OF THE COUNTY SUMMARY SHEET.

The statistician will obtain from the Application for Payment Section the farm computation sheets from NCR-225. Upon receipt of the farm computation sheets from the Application for Payment Section, the file clerk in the Statistics Section will prepare such forms for listing by assorting them into minor civil divisions and arranging them in consecutive ascending order according to farm numbers within each minor civil division. After the file clerk has prepared the farm computation sheets, Forms NCR-225, for listing, the data thereon will be computed and entered by computing clerks on Form NCR-238.

In making entries computed from Form NCR-225, precaution should be taken to see that the minor civil division and farm number for the farm for each NCR-225 agree with the minor civil division and farm number for the corresponding farm for which summary of performance data are listed on Form NCR-238.

A. Entries to be made on NCR-238 from NCR-225 are as follows:

1. Enter in column (49) of NCR-238, the soil-building goal for the farm. This entry will be obtained by multiplying the entry in item (7), column (c), Section III of NCR-225 by the fraction two-thirds, and the result rounded to a whole number.
2. Enter in column (50) the gross payment for each farm. This entry will be obtained by adding the entries in columns (f) and (j) of item (13), Section IV of NCR-225.

The computing clerks will obtain sheet totals for all columns on Form NCR-238 except columns (44) to (47), inclusive. The totals for column (1) will be the number of entries in the column. The totals for each separate practice listed in columns (44) to (47), inclusive, will be obtained separately and properly identified. Column totals will be entered on the first total line in all cases except in columns (44) to (47), inclusive. The remaining total lines are provided for subsequent totals resulting from corrections and additional listings. When corrected totals are entered, previous totals should be deleted. Minor civil division totals will be obtained by adding the column totals of each sheet in the minor civil division.

COUNTY SUMMARY

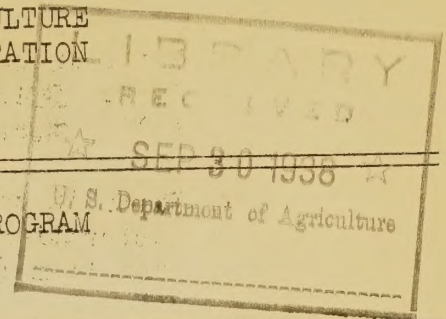
Prepare a county summary sheet on Form NCR-238 by writing across the top of the sheet, "County Summary", and enter the name of the county in the space provided therefor in the upper right-hand corner. Enter to the left of column (4) the name of each minor civil division within

the county, leaving about five or six lines for each minor civil division. The minor civil division column totals of data listed on NCR-238 will be entered on the first line below the name of the respective minor civil division on the county summary sheet. The remaining total lines are provided for subsequent totals resulting from corrections and additional listings. When corrected totals are entered, previous totals should be deleted and county totals of the entries obtained.

As subsequent transmittals of Summaries of Performance, Forms NCR-220, and Farm Computation Sheets, Forms NCR-225, for a county are received from the Application for Payment Section, they will be prepared for listing and listed in accordance with the foregoing procedure. Totals corrected because of subsequent transmittals for minor civil divisions and for the county will then be obtained.

When the tabulating clerks have completed the transfer of the required data from the Summaries of Performance, Forms NCR-220, and the Farm Computation Sheets, Forms NCR-225, to Forms NCR-238, the words "Data Recorded" will be stamped conspicuously across the face of each NCR-220 and NCR-225 so that the data thereon will not be recorded twice.

After the Farm Computation Sheets and the Summaries of Performance have been stamped "Data Recorded", the Farm Computation Sheets, Forms NCR-225, will be returned to the Application for Payment Section and the Summaries of Performance, Forms NCR-220, will be returned to the file clerk in the Statistics Section. The file clerk shall file such forms by minor civil division and farm numbers within each county. The Statistics Section will be responsible for the listing, filing, and safekeeping of all Summaries of Performance, NCR-220, after they have been received from the Application for Payment Section.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.1938 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGIONINSTRUCTIONS TO THE STATE COMMITTEES OF NEBRASKA AND
SOUTH DAKOTA FOR LISTING RESTORATION LAND DATA ON
STATISTICAL LISTING SHEETS, FORM NCR-238

No provisions were provided in NCR-State 209 for listing restoration land data on the statistical listing sheets, Form NCR-238 from the Summaries of Performance. It was felt that since such provisions would be applicable to only Nebraska and South Dakota they should be provided in separate instructions. In order to provide for uniform listing of restoration land data on the statistical listing sheets in counties in Nebraska and South Dakota, in which restoration land goals were established the clerical assistants in the Statistics Section will list such data as set forth hereinafter.

SECTION I - PREPARATION OF STATISTICAL LISTING SHEETS.

Before the listing of data, as instructed in NCR-State 209, is started in counties in which restoration land goals were established, the clerical assistants will prepare columns (51), (52), and (53) of the statistical listing sheets for listing the restoration land data as follows:

1. Enter in the box above the headings of columns (51), (52), and (53) the words "Restoration Land".
2. Enter in the heading of column (51) the words "Goal, (acres)".
3. Enter in the heading of column (52) the words "Restored, (acres)".
4. Enter in the heading of column (53) the words "Sod broken out, (acres)".

**SECTION II - LISTING RESTORATION LAND DATA FROM SUMMARIES OF PERFORMANCE,
FORMS NCR-220.**

At the time of listing the data from the Summaries of Performance, Forms NCR-220, as instructed in NCR-State 209, the tabulating clerks will list restoration land data on Forms NCR-238, as follows:

1. Enter in column (51) the restoration land goal for each farm. This entry will be obtained from item (1), column (b) in Section VI of Form NCR-220.
2. Enter in column (52) the acreage of cropland designated as restoration land on each farm. This entry will be obtained from item (1), column (c), in Section VI of Form NCR-220.
3. Enter in column (53) the acreage of native sod broken out on each farm during the period, November 1, 1937 to October 31, 1938. This entry will be obtained from item (3), column (b), in Section VI of NCR-220.

The instructions set forth in form NCR-State 209 for obtaining sheet, minor civil division, and county totals and for preparation of the county summary of the statistical listing sheet data will be applicable to the restoration land data in columns (51), (52), and (53) and should be carried out for these columns at the same time they are executed for the other columns on form NCR-238.